

MEMORANDUM OF MEETING

PROJECT: Eckersley-Hall Senior Cntr, Middletown, CT

CLIENT: Town of Middletown

MEETING PLACE: Eckersley-Hall

DATE AND TIME: December 10, 2013

ATTENDEES:

Aresco Construction	Silver/Petrucelli Architects	HVAC Contractor
Fire Protection Contractor	Electrical Contractor	Bob Dobmeier - Town of Middletown

Purpose: Construction Progress Meeting #10

Stage of Construction for the week: Demolition, electrical, insulator & HVAC, attic plywood & trenching, framing, slab work, elevator excavation & column footings.

TOPICS OF DISCUSSION;

1. **Safety issues; Hardhats mandatory, no smoking within 20' of building (designated area will be provided, Bathroom access.** (Item to be reviewed weekly). No issues from previous meeting.
2. **On site environment issues; VOC's, Housekeeping, ventilation, clean areas, water, duct work, vacuuming every day & major clean on Fridays.** (Item to be reviewed weekly). No issues from previous meeting.
3. **LEED Management; waste management (dumpster classifications), training, manufacture/warehouse distance to job site, recycling content.** (Item to be reviewed weekly). No issues from previous meeting.
4. **Trenching;** trenching on north side is in progress for geothermal lines. Trenching is set for next week (11/18). Trenching to be completed early next week (11/26). Trenching to be completed end of this week (12/3). Trenching is done until next Spring (12/10)
5. **Demolition;** 95% complete in the attic, 90% complete on upper level & 90% completed on lower level (12/10).
6. **Attic area;** Working up in the attic area, starting later this week (11/5). Insulation is completely removed. Existing joists are being altered for new openings (11/12) (11/18). Started plywood in non-walkway areas & insulation has started (11/26). Plywood & insulation work is continuing (12/3). Plywood for catwalk is in progress as well as insulation(12/10).
1. **Clay soil;** New structural soil is needed for the south parking lot. Bob Dobmeier is to attend next site meeting for discussion. Aresco to work up a price for the south parking lot plus a cost for additional cubic yard cost if needed. It was determined by the site engineer that approximately 52cubic yards of material is needed. A concern was brought up about stability of entire site. Further investigation is need as work proceeds. Original material was trucked off site due to its instability as fill (11/5). Subcontractor is working on supply pricing (11/12). Joe is reviewing the pricing (11/18). Pricing is

being reviewed by SPA (11/26). Due to a flood in the basement of about 3-4 inches Aresco is going to proceed with filling the ash area on the south side with the required material (12/3).

7. **Concrete slabs on lower level** to be cut next week (11/12). Slabs to be cut this week (11/18). All slabs have been cut, removal is continuing & will be completed on 11/27 (11/26). 95% of the slabs are removed & currently working on removing the rubble beneath the slabs (12/3). Mechanical room is the only area left for slab removal. Rubble is almost out. The large pile of rubble total was approximately 10ft x 15ft which is removed (12/10).
8. **Excavation for the elevator pit** to begin next week. A concern was brought up about the water in this area, present & future. Further investigation will proceed as the pit is excavated (11/26). Excavation of pit has begun & encountering large pieces of rubble & removing stairs is slower than anticipated due to size of existing stair foundations (12/3). Work is ongoing (12/10).
9. **Site utilities** will begin in early December (11/26) (12/3). Utilities to start next week (12/10).
10. **See attached contractor's update sheet** – no attachments.
11. **All individuals were asked if any outstanding concerns were left on the table at the end of the meeting.** All were in agreement that all concerns were addressed at this meeting.
12. **Next site meeting** will be held on December 10th at 7:30am.

NEW TOPICS OF DISCUSSION:

1. Roughing for bathroom this week.
2. HVAC chase is underway.
3. Sprinkler system to start next week.
4. Electrical investigation for walls is underway so that new lines will be conceal properly.
5. Water found in pit of area for the elevator, pumping is in progress for removal of water. Small traces of water were found. Investigation for a remedy is ongoing -waiting for the rain.

Item/Issue	Completed by	Open or Closed
Electrical contractor needs Data contractor. Data contractor is to be in touch with Aresco. Waiting on town's Data personnel. Data personnel to respond back after the week of 12/9. Bob Dobmeier to contact the Data Personnel again (12/10).	Aresco	Open
Is there a phone system being installed & where? Waiting on town's Data personnel. Data personnel to respond back after the week of 12/9. Bob Dobmeier to contact the Data Personnel again (12/10).	Aresco	Open
Projector information. Waiting on town's Data personnel. Data personnel to respond back after the week of 12/9. Bob Dobmeier to contact the Data Personnel again (12/10).	Aresco	Open
Steve to arrange a meeting with SP+A with Aresco and his HVAC subcontractor to meet at the office of SP+A.	SPA	Open

CLOSED TOPICS OF DISCUSSION FROM PREVIOUS MEETING:

1. The roof on the south side which has been leaking, even before construction, will be temporarily covered & repaired when the roofing process begins. Temporary covered was successful for heavy winds & rains this week (11/26). Closed (12/3). None closed (12/10)

PHOTOS:





Any corrections, additions, or comments should be made to Silver / Petrucelli + Associates within 14 days of the date of the meeting.

Distribution: Distribution list, file